



**PRECIOUS METALS RECOVERY PROGRAM
(PMRP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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SUMMARY OF REVISIONS

AFMAN 23-110, Volume 6, Chapter 4, is supplemented as follows:

4.2.1. An individual, within the Material Storage and Distribution Flight, assigned to the Chief of Supply activity, will be the PMRP manager for this installation.

4.2.2. This supplement addresses local requirements to comply with the PMRP.

4.2.3. The PMRP manager's list will also include the date of return from overseas (DEROS).

4.2.7. Defense Reutilization Marketing Office (DRMO) may act as the disinterested party verifying the weight of items turned in under the PMRP.

4.2.9. The Elmendorf Air Force Base (AFB) PMRP manager will:

4.2.9.1. (Added) (3WG). Prepare a biannual inspection schedule and conduct the biannual visit in June to review operations and documentation and ensure compliance with the overall program. Prepare and maintain a consolidated report of deficiencies noted during the inspection. Forward a copy of findings to the organizations within 10 workdays from date of last scheduled inspection. Organizations have 5 workdays to respond to discrepancies. Perform a follow-up visit, as necessary, within 10 workdays of the activity's reply, to ensure deficiencies are corrected.

4.2.9.2. (Added) (3WG). Conduct initial program management training for newly appointed monitors (as required) and refresher training anytime there is a major policy/procedural change, development of new techniques in a selected area, or changes in local policies/procedures requiring immediate dissemination. All minor policy/procedural changes will be disseminated via email.

4.2.16. (Added) (3WG). The PMRP manager will ensure the Precious Metal Indicator Code (PMIC) List (L109) is processed, at least semiannually, to identify national stock numbers that contain a PMIC. The PMRP manager will use this product management aid.

4.3.4. (Added) (3WG). Organization commander or his/her designated representative will:

4.3.4.1. Ensure the PMRP manager is accompanied during the biannual and spot-check compliance visits.

4.3.4.2. Ensure designated PMRP personnel receive necessary training and comply with this entire supplement and the PMRP. PMRP responsibilities are not limited to this paragraph. They are located in other paragraphs of this supplement.

4.3.4.3. Establish and maintain a PMRP self-inspection program. This program will include, as a minimum:

4.3.4.3.1. Control and protection of Precious Metals (PM) residue/scrap.

4.3.4.3.2. Compliance with receipt, issue, storage, and turn in procedures.

4.3.4.3.3. If applicable, periodic testing of hypo-solution draining from electrolytic units and silver recovery cartridges.

4.3.4.4. Appoint in writing, primary and alternate PMRP monitors.

4.3.4.5. Monitors will remove/change wet cores/cartridges from electrolytic units, if used by the organization, and allow them to dry.

4.3.4.6. Designate a disinterested individuals (one who does not operate the equipment or is not responsible for the removal of the cores/cartridges) to witness the removal, verify and record the weight of the cores/cartridges wet, and allow them to dry (hospital only). DRMO personnel may act as the disinterested party for organizations without scales. DRMO will verify the weight of items turned in under the PMRP.

4.3.4.7. Designate an individuals other than the organization monitor or alternate(s) to receive, issue, and turn in fine/high PM content items assigned Controlled Item Code (CIC) "R."

4.3.4.8. Furnish a copy of all appointment letters to the PMRP manager. Ensure any changes regarding PMRP personnel, PMRP storage area, and so forth, are forwarded to the PMRP manager within 10 work-days from date of change.

4.3.4.9. Forward recommendations regarding improvements to the program through the organization commander to the PMRP manager. The PMRP manager will consolidate recommendations for submission to the appropriate authority.

4.3.4.10. Ensure an Operating Instruction (OI) or policy letter is developed for management of their PMRP. Forward copies to the PMRP manager.

4.3.5. (Added) (3WG). Organization Monitors will:

4.3.5.1. Become familiar with the contents of this entire chapter, as PMRP responsibilities are not limited to this paragraph, but are also found in other paragraphs of this chapter.

4.3.5.2. Attend training classes conducted by the PMRP manager and provide training to PMRP personnel in their organization.

4.3.5.3. Develop and maintain a current self-inspection checklist for the PMRP. Provide a copy of the self-inspection checklist to PMRP manager. This checklist will include, as a minimum:

4.3.5.3.1. Control and protection of PM residue/scrap.

4.3.5.3.2. Compliance with receipt, issue, storage, and turn-in procedures.

4.3.5.3.3. If applicable, periodic testing of hypo-solution draining from electrolytic units and silver recovery cartridges.

4.3.5.4. Perform semiannual self-inspections no later than the 15th of April and October. Provide an inspection confirmation via “MEMORANDUM FOR RECORD” (MFR) to the PMRP manager. Note any discrepancies and corrective actions taken in the MFR. If no discrepancies are found, forward an MFR stating so.

4.3.5.5. Ensure proper handling, accountability, safeguarding, and security of PM items.

4.3.5.6. Maintain auditable records of:

4.3.5.6.1. Fine PMs, by gram weight, received, issued, and turned in to the DRMO.

4.3.5.6.2. Silver-bearing cores/cartridges removed from electrolytic units and stripping tanks turned in to the DRMO.

4.3.5.6.3. Silver recovery cartridges turned in to the DRMO by serial number (if found on cartridge). Include the date cartridges were placed into operation, if known, the date removed for turn in and the weight.

4.3.5.6.4. Other scrap-bearing PMs turned into the DRMO.

4.3.5.7. Ensure work centers generating condemned items, which contain PMs, collect and turn them in at least semiannually (more often if quantities collected warrant).

4.3.5.8. Maintain a record folder containing the following items:

4.3.5.8.1. All PMRP appointment letters.

4.3.5.8.2. Current copy of AFMAN 23-110, Vol 6, Chap 4, *Precious Metals Recovery Program*, along with this supplement.

4.3.5.8.3. Copy of self-inspections and PMRP manager visits/inspections with confirmation MFRs. Organizations have 5 workdays from receipt of PMRP manager’s findings to respond to discrepancies identified during the PMRP manager’s visit.

4.3.5.8.4. Copies of turn-in documents. Maintain these copies until the PMRP manager's next visit/inspection. If any required document is not maintained in the unit PM folder, establish an Optional Form 21, *Cross-reference*, identifying its location.

4.3.5.8.5. Recovery control log to record turn-in of PMs, condemned items containing PMs, and scrap bearing PMs to DRMO. Maintain the recovery log for two years. Work centers within 3 MDSS (Hospital) will turn in PM to the Medical Logistics Element and maintain recovery logs of the turn-ins. The Medical Logistics Element will maintain the recovery control log for DRMO turn-ins. The recovery log will consist of the following:

4.3.5.8.5.1. Document number of turn-in, Department of Defense Activity Address Code (DODAAC), julian date, and serial number).

- 4.3.5.8.5.2.** Description of material (if item is a recovery cartridge, include serial number if found).
- 4.3.5.8.5.3.** PMIC, National Stock Number (NSN), or Scrap Classification List (SCL) code, to be reviewed/changed by DRMO as necessary.
- 4.3.5.8.5.4.** Weight of materiel turned in.
- 4.3.5.8.5.5.** Signature of person making turn-in to DRMO and date.
- 4.3.5.8.5.6.** Signature of witness and date (if applicable).
- 4.3.5.8.6.** Maintain results of hypo-solution testing of silver recovery units/cartridges, if applicable.
- 4.3.5.9.** Ensure expendable items (XB3) ordered and received from Base Supply that contain PMs and are not maintained on the unit bench stock are not thrown away after being condemned. These items will be turned in (one-for-one) as part of the PM recovery program. Scrap metal assigned PMIC of "U" will also be recovered as part of the PMRP.
- 4.3.5.10.** Develop and maintain an OI/policy letter to manage your unit PMRP. This guidance will be reviewed and updated (if required) at least every 12 months. Provide copies of all OI/policy letters to the PMRP manager. OI/policy letters should contain, as a minimum:
- 4.3.5.10.1.** Specific responsibilities in the handling and accounting of condemned items containing PMs, scrap bearing PMs, or residue.
- 4.3.5.10.2.** Identification of typical items containing PMs processed by work centers.
- 4.3.5.10.3.** A workable plan to safeguard accumulated PMs scrap or residue.
- 4.3.5.10.4.** Responsibilities and procedures for personnel training and safety.
- 4.3.5.10.5.** A workable plan to identify, segregate, and sort items containing PMs.
- 4.3.5.11.** Highlight bench stock bin labels and shadow boards containing PMs for ease of identification. This will also aid in recovery of these items when exchanging one-for-one. The master and organizational bench stock listings (S04), which contain the PMIC assigned to an item, will ease this highlighting requirement.
- 4.3.5.12.** Process dental amalgams, identified for hazardous waste disposal, through the base Civil Engineering Environmental Planning Office. Due to Environmental Protection Agency (EPA) restrictions on transportation of dental amalgam, this materiel will no longer be processed for recovery under the PMRP.
- 4.7.3. (Added)** (3WG). Organizations will ensure secured containers are available and labeled "PRECIOUS METALS" for collection of condemned/excess items. These containers will be located in a secured area. PMIC or SCL items will be separated and labeled when housed in the same container. Keep non-precious metal items out of containers designated for PMs and/or scrap bearing PMs.
- 4.8.1.** Spent hypo-solution from these electrolytic recovery units/cartridges will be tested by the using activity, at least monthly, using silver estimating/litmus test paper. Document the results.
- 4.8.2.** The individual removing/replacing the cores/cartridges from electrolytic units cannot also be the disinterested person to witness the removal. Upon turn in of recovered silver, DRMO personnel will act as the witness for verifying the weight. Designated PMRP individuals will ensure the weight is documented in the recovery log.

4.8.2.1. (Added) (3WG). Before turn-in of silver recovery cartridges/cores to DRMO, cartridges must be thoroughly dry (at least 5 days' drying time) and containerized or they will not be accepted by DRMO. PMRP monitors must also certify that the cartridge is dry by adding the following statement in block 26 of the DD Form 1348-1A, *Issue Release/Receipt Documents*, "I CERTIFY THAT THIS CARTRIDGE IS DRY," then print, sign his/her name, date, and phone number.

4.8.2.2. (Added) (3WG). Processed film will be turned in to DRMO in bulk, using SCL code and unit of issue of pound. When coordinating with DRMO for turn-in of film, organizations must provide an estimated weight. Actual weight will be determined at time of turn-in to DRMO.

4.9.1. Contact Base Supply Customer Service ext. 552-4111 for turn-in document number (hospital personnel will use their own assigned 7700 series document numbers). Contact DRMO at 552-4950 to set up an appointment for all turn-ins.

4.9.2. All turn-ins under the PMRP will be turned in using DD Form 1348-1A, only, in five copies (no exceptions). No other form will be accepted by DRMO. DRMO personnel will verify the weight of materiel delivered and provide individual with a stamped/signed copy of DD Form 1348-1A, acknowledging receipt of the materiel. Individual making the delivery to DRMO, if other than the organization's PMRP monitor, will forward copy of the stamped/signed DD Form 1348-1A to the PM monitor. The stamped/signed copy of DD Form 1348-1A will be filed in element's record folder upon receipt from DRMO.

4.9.2.1. (Added) (3WG). Excess and condemned items bearing PMs being turned in to DRMO as an item (NSN instead of PMIC/SCL) must be checked in Federal Logistics (FEDLOG) to ensure the demilitarization code is "A." If demilitarization code is other than "A," notify the PMRP manager. PMIC or SCL coded items will have a separate DD Form 1348-1A. Maintain a suspense copy of turn-in document until receipt of stamped/signed copy from DRMO. Log in PMIC/SCL codes to be turned in to DRMO/other activities in recovery/control log.

4.9.2.2. (Added) (3WG). Activities accumulating small amounts of PM may choose to turn in their PM to other activities within their organization for consolidated turn-in to DRMO. This exchange of PM must be documented on a control log.

4.14.1. Any organization preparing a Statement of Work (SOW) for any activity operating on Elmendorf AFB, where PMs are used or recovery is involved, must ensure the PMRP is addressed and the PMRP manager is notified. A copy of all SOWs involving PMs will be furnished to the base PMRP Manager.

4.17.3. (Added) (3WG). Some of the PM recovery operations are inherently and potentially dangerous. Necessary precautions must be exercised to prevent injury, illness to personnel, damage to property, and pollution of environment. Ingestion or inhalation of gold and silver compounds may have toxic effects.

4.17.3.1. Organizations that generate only XD, XF, ND, or NF Expendability Recoverability Reparability Code (ERRC) items are exempt from participating in the Precious Metals Recovery Program (PMRP). These items will be processed in accordance with normal supply turn-in procedures.

4.17.3.2. No food or drink will be allowed in the area where PM is being processed.

4.17.3.3. Unplug electrolytic recovery units before opening to prevent electrical hazards.

4.17.3.4. Wear personal protective clothing and equipment when removing or stripping the electrolytic cathode. All personnel involved in mishaps while working with PM recovery equipment or while han-

dling metals must report for medical treatment immediately. Report incident to your organization's safety representative and then to the base PMRP manager.

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